



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 12/15/72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 18 1972 472 DEC 28 1972	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming Data & Inventory Bureau - Mapping & Drafting Branch No. 2 Capitol Square - Room 350, Atlanta, Georgia		4. Person to Contact Steve Kasmerski	
				5. Working Title Chief Cartographic Unit	
				6. Tel. No. 656-5361	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1935 - To Date		9. Exact Series Title Federal-Aid State Systems Map File			
10. What is the function of the office in which this record series is created The function of the office in which this record series is created is to draft and revise all transportation maps for the Department. This includes not only highway maps, but maps for other modes of transportation as well. Reference copies of the maps are maintained for intradepartmental use and for sale to the general public. Maps are reviewed and approved by the Federal Bureau of Public Roads.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the drafting and updating of State and County maps reflecting the Federal-aid Systems. Included are: county map originals (paper printts of the mylar county map originals). State map Mylar original. This file is arranged by the type of map and alphabetically by county.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		5	7.5	1 1½	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				6	
				This Year's Last Year's Preceding Year's All Prior Year's	
				AVERAGE DAILY REFERENCES	
				20 5 5 -	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

See attached page for explanation of yes answers.

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept Permanently ~~years~~

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-☒ CALENDAR YEAR -☐ FISCAL YEAR -☐ Other

then:

- ☐ Hold in the current files area _____ month(s)/ _____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

1. Federal-aid systems county map originals; hold in current files area until superseded; destroy.
2. Federal-aid systems state map originals: hold in current files area until obsolete, superseded or no longer needed for reference. Place in inactive file. Cut off at end of calendar year. Retire to State Archives for permanent retention.
(Indicate briefly rationale for recommendations above/or write additional remarks):

See Attached Page.

Attach Samples of the Series

26. Recommendations		[] Approved [] Disapproved		Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/>	<input type="checkbox"/>	William M. Dixon	12-27-72
	Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carroll Hart	12-19-72
	Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Robert Sheel	12-27-72